

## Attachment C: Evaluation Score Sheet

Date: \_\_\_\_\_

Application #: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator #: \_\_\_\_\_

**Score will be assigned as follows:**  
**0 = Failure, No Response**  
**1 = Poor, Inadequate, Fails to Meet Requirement**  
**2 = Fair, Partially Responsive**  
**3 = Adequate, Meets Requirement**

**Instructions:** Each application will be scored individually. Evaluate how well the applicant responded to each criteria listed below. Scores can range from a low of zero to a high of three (see box). Applications scoring below 50 will not be considered.

| Evaluation Criteria   | Score (Range 0-3) | Weight       | Points (Multiply Score x Weight) | Total Points Possible     |
|---|-------------------|--------------|----------------------------------|---------------------------|
| <b>NARRATIVE</b>  |                   |              |                                  |                           |
| <b>PROGRAM OVERVIEW: (9 points possible)</b>  |                   |              |                                  |                           |
| 1. The application provides a program description including demonstrating why the program is needed.  |                   | X3           |                                  | <b>9 points possible</b>  |
| <b>PROGRAM SERVICES and DETAIL: (27 points possible)</b>  |                   |              |                                  |                           |
| 2. The application describes how the program will positively impact the lives of participants.  |                   | X5           |                                  | <b>15 points possible</b> |
| 3. The application describes specifically what participants will learn from the program.  |                   | X4           |                                  | <b>12 points possible</b> |
| <b>PROGRAM TIMELINE: (15 points possible)</b>   |                   |              |                                  |                           |
| 4. The application estimates activities that will be implemented on a month to month basis. Each month has associated estimated expenses.   |                   | X5           |                                  | <b>15 points possible</b> |
| <b>TARGET COMMUNITY: (9 points possible)</b>  |                   |              |                                  |                           |
| 5. The application describes the population the program will serve and how the community will access the program.   |                   | X3           |                                  | <b>9 points possible</b>  |
| <b>OUTCOMES and EVALUATION: (18 points possible)</b>  |                   |              |                                  |                           |
| 6. The application describes the program outcomes and how they will be measured.  |                   | X4           |                                  | <b>12 points possible</b> |
| 7. The application describes how community feedback is collected and utilized to improve the program and program outcomes.  |                   | X2           |                                  | <b>6 points possible</b>  |
| <b>LEADERS: (6 points possible)</b>   |                   |              |                                  |                           |
| The application lists contact information for the people who are responsible for running the program.   |                   | X2           |                                  | <b>6 points possible</b>  |
| <b>BUDGET</b>   |                   |              |                                  |                           |
| <b>BUDGET NARRATIVE AND ITEMIZATION FORM: (15 points possible)</b>  |                   |              |                                  |                           |
| Details include the cost breakdown for each line item, including any requested administrative costs. Include the total budget. <ul style="list-style-type: none"> <li>Example: total annual cost for an art instructor = (hourly rate) x (length of class period) x (number of classes taught).</li> <li>Costs should be reasonable and customary.</li> </ul> |                   | X5           |                                  | <b>15 points possible</b> |
| <b>TOTAL EVALUATION POINTS</b>  |                   | <b>Total</b> |                                  | <b>99 points possible</b> |

**[FOR INTERNAL USE ONLY]**

| <b>PROGRAM SERVICE CATEGORY</b>  |  |
|--|--|
| Select the service that best fits the program, based on the application provided. Only one service may be selected for each application. | <input type="checkbox"/> Community and Family Support<br><input type="checkbox"/> Economic Stability<br><input type="checkbox"/> Housing Education<br><input type="checkbox"/> Education and Training<br><input type="checkbox"/> Mental and Physical Health |

**Evaluator Notes and Comments:**